



DISTRICT OF COLUMBIA COURTS

POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 09-04-084	OPENING DATE: 09-22-04	CLOSING DATE: 10-13-04	OPEN TO ALL APPLICANTS
POSITION: Secretary to Magistrate Judge JS-318-09	TYPE OF APPOINTMENT: Career Service	Salary Range: \$41,815 - \$54,360 DC Courts non-judicial employees receive federal retirement and benefits.	
Office of the Magistrate Judges	LOCATION: 500 Indiana Avenue, NW.	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: Incumbent will serve as the Secretary to the Magistrate Judges in the District of Columbia Superior Court. The responsibilities will include the following: Type, proofread and/or prepare for publishing, decisions, memoranda of judgment, reports or other documents. Enter data for tracking case assignments and status. Enter data for decision reference listings. Assist with other Secretaries in managing the office by answering telephone calls; responding to inquiries and requests; preparing time-and-attendance records and other personnel documents for the office; maintaining calendar and schedules; managing files; and maintaining confidentiality and security of documents and information. Reproduce calendar sets, court cases and other documents.

MINIMUM QUALIFICATIONS: Five (5) years of general secretarial or clerical experience, including at least two (2) years in a legal environment, preparing briefs and other legal documents. Education past the high school level, e.g., secretarial training, college, or paralegal training may substitute for general experience, on a year-to-year basis. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Describe experience, education or training which indicates your level of qualification for each factor. Failure to respond to the ranking factors may disqualify you from further consideration.

1. Ability to type, proof and prepare legal decisions, memoranda, reports and other documents, using correct legal citations and formatting.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer and Windows-based word-processing software.
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, and the public.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing). A written exercise and interview may be required of the highest qualified candidates.

Submit Court application and ranking factors to:
D.C. Courts, Human Resources Division, 515 5th St., NW, Rm. 213, Washington, DC 20001-2131
For more information, call 202-879-0496 or visit our job site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.